

**PROJECT PROCEDURES****DEPARTMENT OF MANAGEMENT AND BUDGET****Facilities Administration**

Design &amp; Construction Division

1<sup>st</sup> Floor, Stevens T. Mason Building, P.O. Box 30026

Lansing, Michigan 48909

AGENCY				
PROJECT NAME				
INDEX NUMBER(S)	AGENCY NO.	PURCHASE ORDER NO.	CONTRACT NO.	FILE NUMBER(S)
ORGANIZATIONAL MEETING DATE			PROJECT COMPLETION DATE	
<b>REPRESENTATIVES</b>				
CONTRACT ADMINISTRATOR			TELEPHONE NO. / CELL NO. / FAX / E-MAIL	
OWNER FIELD REPRESENTATIVE			TELEPHONE NO. / CELL NO. / FAX / E-MAIL	
PROFESSIONAL SERVICE CONTRACTOR AND ADDRESS				
PROFESSIONAL SERVICE CONTRACTOR REPRESENTATIVE			TELEPHONE NO. / CELL NO. / FAX / E-MAIL	
AGENCY'S NAME AND ADDRESS				
AGENCY REPRESENTATIVE			TELEPHONE NO. / CELL NO. / FAX / E-MAIL	
PRIME CONTRACTOR AND ADDRESS				
OFFICE CONTACT			TELEPHONE NO. / CELL NO. / FAX / E-MAIL	
FIELD CONTACT			TELEPHONE NO. / CELL NO. / FAX / E-MAIL	

## PROFESSIONAL SERVICE CONTRACTOR REQUIREMENTS

The professional service contractor is required to submit a project inspection sheet (DMB-452) for all site visits to the project. These sheets shall be submitted when billing for any field hours, to the Contract Administrator or Owner Field Representative for signature. A field report should be attached if the site visit was not for a progress meeting.

### CONTRACTOR REQUIREMENTS

1. Submit a list of subcontractors and suppliers, if not previously submitted, within \_\_\_\_\_ days, to the Professional Service Contractor, the Contract Administrator, and Owner Field Representative for review and approval in accordance with the Contract Specifications.
2. Submit a schedule of values if not previously submitted, within \_\_\_\_\_ days, to the Professional Service Contractor, Contract Administrator, and Owner Field Representative for review and approval in accordance with the Contract Specifications. No progress payments will be made prior to receipt and approval of a schedule of values.
3. Submit a progress schedule, if not previously submitted, within \_\_\_\_\_ days, to the Professional Service Contractor, Contract Administrator, and the Owner Field Representative for review and approval in accordance with the Specification General Conditions.
4. Submit shop drawings and samples to the Professional Service Contractor for review. The number of copies required is \_\_\_\_\_. The Professional Service Contractor will distribute as discussed. No work shall be put in place without prior review by the Professional Service Contractor as per the Contract Specification requirements.
5. Submit pay requests, including purchase order number, to the Owner Field Representative and the professional service contractor. The state will furnish payment vouchers. (Form DMB-440) Processing sequence will be as follows:
  - a. Owner Field Representative will review the payment rough draft with the PSC and initial the blue copy of the final payment request.
  - b. The payment request, which has the DMB Owner Field Representative's initials, is to be sent to the Professional Service Contractor.
  - c. The Professional Service Contractor will review. If in agreement, will certify and send the payment request, to the Contract Administrator.
  - d. Final payments should be accompanied by all Close Out Documents. Close Out Documents may include but not limited to: Guarantee and Statement and other warranties, Consent of Surety, O & M Manuals, Test & Balance reports, Agency Training sign offs, As-Builts, certifications and finalization of all permits. (A Close Out Check list is attached.)
6. The Contractor shall submit a substantial completion request by letter to the Professional Service Contractor with copies sent to the Contract Administrator and Owner Field Representative.
7. Liquidated damages for this project are \$ \_\_\_\_\_ per day after the date of Substantial Completion, \_\_\_\_\_, and \$ \_\_\_\_\_ per day after the date of Final Completion, \_\_\_\_\_.
8. Claims against the Builders' Risk Policy are made by filling out the attached DMB-426 form and submitting it to the Contract Administrator, and a copy to the Owner Field Representative.

## AGENCY REQUIREMENTS

1. The agency shall mark any and all known locations of utilities on State of Michigan property in the contract work area. (This does not relieve the contractor of any contract responsibilities; i.e., calling Miss Dig, etc.)
2. The agency shall move or relocate furnishings, window coverings, or agency equipment, if so specified, as required for the Contractor to perform their contract duties.
3. The agency shall provide the necessary security oversight and access to the project site as required for the Contractor to perform their contract duties.
4. The agency shall provide "As-Built" information if available to the Contractor.
5. The agency shall follow through on Warrantee Issues as stated on the "Warranty Policy" of the Department of Management and Budget.

## PRIOR TO STARTING WORK

1. The contractor must purchase from the appropriate agencies ALL REQUIRED PERMITS necessary for proper execution of the work prior to starting work on the project site. Evidence that the permits have been purchased shall be furnished to the Professional Service Contractor, Contract Administrator, and the Owner Field Representative before starting work.
2. The contractor is to review with the agency its operating procedures, parking requirements, storage areas, working conditions, etc. The contractor shall submit to the agency all information required by the contract documents in a timely manner as to not delay the progress schedule.
3. The contractor shall submit appropriate Material Safety Data Sheets to the agency in accordance with the Michigan Right-To-Know Law. (This includes, but is not necessarily limited to paints, solvents, roofing materials, or anything of a chemical nature). All MSDS sheet must be submitted prior to the delivery of any of these materials to the project site.

## SOIL EROSION/SEDIMENTATION CONTROL MEASURES

For projects which include an earth disturbance area greater than one acre, or which lie within 500 lineal feet of a lake, stream or wetland area (waters of the State), the contractor must submit an SESC Implementation Plan according to the requirements of the DMB Soil Erosion and Sediment Control Program prior to the initiation of any earth change activities at the site. Upon review of the implementation plan submitted by the Contractor, the DMB Soil Erosion and Sediment Control Program will issue an "Authorization to Proceed with Earth Change", which must be posted at the site. Upon receipt of this form, the contractor may begin earth change activities. No other local or county erosion and sediment control permits are required. The State of Michigan, Department of Management and Budget is an Authorized Public Agency per the requirements of PA 451 of 1994, Part 91 as amended, and DMB owned and managed properties are thus exempted from obtaining local permits. The attached Checklist for Contractor's SESC Implementation Plan is provided and contains the information, which must be submitted as part of the implementation plan.

## HEALTH AND SAFETY PLAN

At the preconstruction meeting, the DMB representative shall review with the contractor, building manager and other project team members, the DMB Preconstruction Meeting Safety Checklist (attached). The purpose of this checklist is to review health and safety issues associated with the project and the project's potential impacts to the health and safety of the building occupants, and to building mechanical, electrical and HVAC systems. On this form, the contractor shall indicate a Contractor Safety Representative (CSR) who will be available at all times to address health and safety issues that may arise during the project. The form shall be distributed to all project team members and a copy kept in the project file.

Contractor's Safety Representative - Name: \_\_\_\_\_ . Phone: \_\_\_\_\_ .  
Cell Phone: \_\_\_\_\_ . E-Mail: \_\_\_\_\_ .

## **PROCEDURE FOR PROPOSED CHANGE ORDERS**

Except in an emergency endangering life or property, no deviation from contract documents will be allowed without the issuance and approval of the following documents:

1. The Professional Service Contractor will fill out a bulletin authorization, (DMB485). This form shall be addressed to the Professional Service Contractor from the Contract Administrator. After the Contract Administrator approves the bulletin authorization, the Professional Service Contractor shall issue a Contract Bulletin to the Contractor. Copies of the Bulletin shall be sent to the Contract Administrator and the Owner Field Representative.
2. Upon receipt of the bulletin, the Contractor shall promptly (per specifications) prepare and submit a quotation to the professional service contractor with copies sent to the Contract Administrator, and the Owner Field Representative. The Contractor shall reference the Bulletin number on their quotation. The quotation must be itemized and include:
  - a. Description of quantities and costs of materials.
  - b. Hours of labor, rates (including fringe benefits) and total labor cost.
  - c. Equipment rental charges.
  - d. Contractor's overhead and profit. (per the specification requirements)
  - e. Subcontractors to follow the same itemization as above.
  - f. The Contractor's Signature is required on quotation.
3. After review and evaluation, the Professional Service Contractor will submit a recommendation (accompanied by signed copy of the quotation, bulletin, and bulletin authorization) to the Contract Administrator with a copy to the Owner Field Representative, and Contractor.
4. Upon completing a review the Project Administrator and / or the Owner Filed Representative will draft a contract change order that will be processed by the State of Michigan. The State of Michigan will issue a Contract Change Order to the Contractor.

## **TESTS**

The owner will provide testing services for those materials required to meet quality control standards specified in the contract. The contractor will be responsible for testing required to meet code requirements as promulgated by code inspecting authorities. Copies of the results of either testing methods should be distributed to the Professional Service Contractor, Contract Administrator with a copy to the Owner Field Representative.

## **PROGRESS MEETINGS**

Progress meetings will be held on the (first, second, third, or fourth)/(Monday, Tuesday, Wednesday, Thursday, or Friday) of each month at \_\_\_\_\_ a.m./p.m., unless otherwise notified.

## **DMB OWNED/MANAGED FACILITIES ACCESS**

Contractor access procedure and forms are available at the following website:

[http://www.michigan.gov/dmb/0,1607,7-150-9152\\_28536-92843--,00.html](http://www.michigan.gov/dmb/0,1607,7-150-9152_28536-92843--,00.html)

Work being performed in any of the following buildings require contractors to fill out the form available on the above web site: Capitol Complex Buildings, Secondary Complex and North Complex. For outstate DMB Buildings contractor must contact the Building Managers.